



City of Chicago  
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Department of Transportation

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[www.cityofchicago.org/transportation](http://www.cityofchicago.org/transportation)

To: Resident Engineers and Contractors working on City of Chicago Projects

Date: April 1, 2009

Re: Reporting Guidelines for Hot Mix Asphalt (HMA) and Portland Cement Concrete (PCC) mixtures

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The attached document was created to help both the Resident Engineers and Contractors and/or HMA and PCC Producers understand the roles of each and what is expected when it comes to the steps leading up to the material placement and through the final reporting process. Hopefully this will help to improve the process and communication between CDOT QA, the Resident Engineer and the Contractor and/or Producer.

These guidelines will also be posted on the CDOT QA website at [www.cdotqca.com](http://www.cdotqca.com) for future reference.

If you have any questions please call me directly at 312.744.1861.

Respectfully,

A handwritten signature in black ink, appearing to read "Cynthia M. Williams".

Cynthia M. Williams  
CDOT QA Manager  
Chicago Department of Transportation

Cc: Transystems, CDOT QA



Hot Mix Asphalt (HMA)  
and Portland Cement Concrete (PCC)  
Material Inspection and Reporting

General Information

- All new forms can be downloaded from CDOT's QA site at [www.cdottqcqa.com](http://www.cdottqcqa.com)
- Project specific QC Addendums must be submitted, approved, and current prior to material placement.
- Primary and Secondary sources have been eliminated; only CDOT Certified suppliers can be used.
- All HMA and PCC suppliers will now be IDOT approved and CDOT certified.
- Suppliers not meeting these requirements will be decertified and removed by CDOT QA as an available choice within the Material Placement Notification (MPN) process.
- Once the Schedule is published (after 3:00 p.m.) changes in supplier are not allowed and any placements made by alternate plants shall not be paid for unless a plant break down occurs and the CCE and CDOT QA approve the use of the alternate CDOT certified supplier.
- Requests for early break results must be included with the MPN.
- All failing strength results will be reported to the CCE immediately. Results that are acceptable will be available for review through the web site upon completion of the final test results.
- MPN's must be placed prior to 3:00 p.m. the working day prior to the pour date. Late notifications may not receive proper CDOT QA coverage.
- On QC/QA projects if QC is not present, placement shall not start or continue.

Rules for Reporting QC Test Results

1. Only the approved **EXCEL** forms from CDOT's web site will be allowed.
2. Reports must be completed electronically using only the approved Excel files.
3. An electronic copy of the Excel file containing the final tests data must be transmitted as an attachment to an e-mail and sent to CDOT QA at [materials@cdottqcqa.com](mailto:materials@cdottqcqa.com) within 48 hours. Additionally, the contractor is required to transmit to the CCE a copy of all QC reports for their project file.
4. An original signed in **blue ink** by the Inspector and QC Manager must be transmitted to the following address on a weekly basis. All transmittals must include a cover sheet that has been properly filled out and includes all pertinent information pertaining to the contents of the transmittal.

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Attn: Cynthia M. Williams
5. Files submitted electronically to CDOT QA will be reviewed for accuracy and completeness. Any reports found unacceptable will be returned electronically for corrections. Once corrected a new submittal with the corrected original must be sent to CDOT QA per rule number 3 and 4. The contractor must also transmit a new corrected copy to the CCE for the project file.
6. Insufficient QC reports and/or consistent errors resulting in unacceptable reports will be cause for payments to be withheld on the pertinent items until the deficient reports are properly submitted.
7. Early QC strength results should be transmitted as available to the CCE for their informational use.
8. Faxed copies of QC reports will not be acceptable.
9. When a project is not QC/QA the reports generated by CDOT QA will be available to the CCE via e-mail for HMA and the CDOT web site for PCC.
10. Questions regarding inspection or reporting procedures can be directed to CDOT QA at [materials@cdottqcqa.com](mailto:materials@cdottqcqa.com).